



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SUPPORT ACTIVITY AREA III
UNIT # 15716
APO AP 96271-0716

REPLY TO
ATTENTION OF:

EANC-HG-CDR (710)

15 June 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USASA Area III Policy Memorandum #30, IT and VI Equipment Acquisition

1. This policy **supersedes** the USASA Area III Policy Memo #30, SAB, dated **18 Oct 01**.

2. **References:**

- a. Army Regulation 380-19, Information Systems Security, 27 February 1998.
- b. Army Regulation 25-1, Army Information Management, 15 February 2000.
- c. Army Regulation 735-5, Policies and Procedures for Property Accountability, 31 January 1998.
- d. DA Pamphlet 710-2-1, Using Unit Supply System, 31 December 1997.

3. **Purpose:** To establish policy for the purchase of any Information Technology (IT) or Visual Information (VI) equipment in this command through any means. Information Technology equipment includes PCs, servers, laptops, printers, monitors, plotters, network appliances, network equipment, copiers, facsimile (fax) machines, digital senders, and scanners. Visual Information equipment includes all cameras, TVs, stereos, recorders, and projectors.

4. **Applicability:** This policy memorandum applies to all directors, commanders, IMPAC cardholders, and authorizing officials in USASA Area III.

5. **Policy:**

a. Effectively immediately, the DOL, Supply and Services (S&S) Division will execute all purchases of IT or VI equipment in this command. This includes IMPAC purchases of IT and VI equipment regardless of source. Approving Officials may still direct the purchase of office and automation supplies (ie. toner, paper, parts) but must follow the IMO External SOP prior to execution.

b. Directors and commanders requiring the purchase of IT or VI items should submit proper Capabilities Request (CAPR) paperwork to the IMO for validation and approval from the DOIM for IT equipment and from TSAK for VI equipment. Once the IMO validates the requirement, the CAPR will be forwarded to DRM for fund citation. When IMO receives the CAPR back from DRM, the CAPR will be forwarded to the DOIM or TSAK (for VI) for approval. When the CAPR is approved and returned to IMO, it will be forwarded to DOL, S&S for procurement via

EANC-HG-CDR (710)

SUBJECT: USASA Area III Policy Memorandum #30, IT and VI Equipment Acquisition

IMPAC or PR&C with a copy sent to the requesting agency. The DOIM cannot approve any CAPR total exceeding \$25,000. CAPRs exceeding this amount are forwarded by the DOIM to DA for approval. (See attached flowchart)

c. DOL, S&S will request a cost transfer of the amount of the purchase from the requesting agency's budget after acquisition has taken place. The exact amount of the purchase will be forwarded via email from DOL, S&S to the director or commander who signed the CAPR.

d. The hand receipt holder for the directorate or command will be required to sign for the IT or VI equipment at DOL when the equipment arrives and must report the serial number, model, make, manufacturer, and exact location of the equipment for warranty purposes. Under no other circumstances will the equipment be released. PCs and servers require security and software configuration from IMO. The hand receipt holder is responsible to transport and issue PCs and Servers on a temporary hand receipt to IMO until the security and software configuration process is complete.

e. Hand receipt holders with outstanding accounts (due to unexecuted turn-ins or lateral transfer of excess equipment directed on an approved SF-120 from 8th US Army) will not be able to sign for any new equipment until the directed disposition of excess equipment have been executed with the Property Control Branch.

6. Responsibility:

a. Staff Directors, Commanders, and Supervisors. Exercise supervision and ensure all personnel understand and adhere to this policy.

b. Hand receipt holders and all USASA Area III personnel. Comply with this policy and ensure these guidelines are followed. Become familiar with the IMO External SOP.

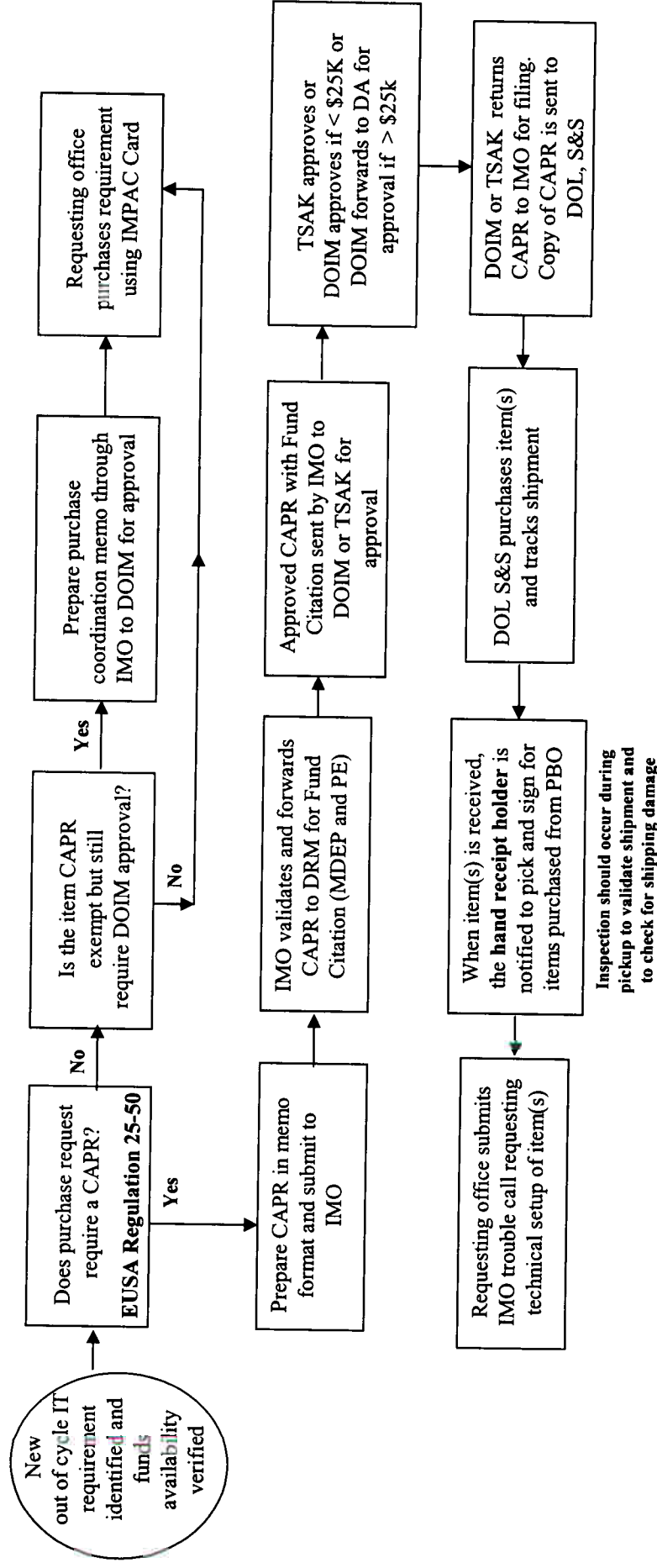
7. The Points of contact are Mr. Don Watson, IMO, at DSN 753-6940 and Mr. A.C. Scott, Chief, DOL S&S, at DSN 753-7337.

Encl
as

DISTRIBUTION:
A

Michael D. Clay 15 JUN 02
MICHAEL D. CLAY
COL, IN
Commanding

Out of Cycle IT Requirements



Encl